

CIS151 15—Microcomputer Applications Final Exam Study Guide

This objective portion of the final exam will consist of 50 true/false/multiple-choice questions related to the concepts found the following domains:

Microsoft Windows 3.11 or PowerPoint Macintosh 3.1, 2, and Macintosh
Introduction 1, 2, 3 & 4

- Start and save files
- Create a basic database
- Create and save a table in dBase/Paradox
- Open field names and records in a table/database
- Open a table using the dBase/Paradox menu
- Open an access database
- Copy and paste records from another access database
- Manipulate a table database
- Create and manipulate a simple query
- Create and manipulate a simple form
- Create, preview, manipulate, and print a simple report
- Use help in forms
- Compare, sorting, and remove a database
- Create a table in dBase/Paradox
- Define fields, set relationships, and specify a table's primary key
- Modify the structure of a table
- Remove the table or dBase/Paradox table
- Set the table in dBase/Paradox (relationship) property; set a field in dBase/Paradox
- Modify field properties in dBase/Paradox
- Import data from an Excel spreadsheet
- Import an existing table structure
- Add fields to a table with the dBase/Paradox query
- Delete and re-structure
- Change the table type to a table in dBase/Paradox
- Set the dBase/Paradox property; set a field
- Import a table
- Define a relationship between two tables
- Make and remove fields in a database
- Create, run, and save queries
- Create database a query relationship
- Sort data in a query
 - o Sort data in a query
 - o Query, remove, remove, remove, remove
 - o Set a relationship, remove in a query in dBase/Paradox a range of fields
 - o Set the data and remove relationship properties

Microcomputer Applications Final Study Guide

Padhraic Smyth



Microcomputer Applications Final Study Guide:

Resources in Education ,1988 *Microcomputer Applications in Administration and Instruction* Donald A. Dellow, Lawrence H. Poole, 1984 *The National Guide to Educational Credit for Training Programs* American Council on Education, 2005 Highlights over 6 000 educational programs offered by business labor unions schools training suppliers professional and voluntary associations and government agencies *Instructor's Manual to Accompany Microcomputer Applications* Robert T. Grauer, 1987 Computers and Data Processing H. L. Capron, Brian K. Williams, 1986

Microcomputer Applications to Support Safety and Traffic Operations Edward C. Sullivan, University of California, Berkeley. Institute of Transportation Studies, 1986 **Microcomputer Applications** ,1990 **CA Magazine** ,1986

Peterson's Annual Guides to Graduate Study ,1982-12 *Introducing Computers* Robert H. Blissmer, 1992 This annually revised computing text provides up to date information on topics of interest including computers and society communications artificial intelligence processing mass storage database management systems end user development programming and hardware **Government Reports Announcements & Index** ,1990 **Computers and Information Systems** William S. Davis, 1997 Presents the standard introductory computer concepts in a way that gives the instructor almost complete flexibility in the order of presentation The text covers all the important topics and allows the instructor to define the sequence of presentation and teach the chapters in any order Advanced topics boxes allow instructors to stimulate the more advanced students without overwhelming the beginning students Feature boxes supplement and illustrate specific chapter topics on social and ethical issues real world examples such as surge protection and care of diskettes where information technology is going and more Spotlights vignettes between chapters include additional information on topics such as the Internet computer security and ethics Additional Internet coverage is interspersed throughout the text along with Internet projects at the end of each chapter and an appendix of interesting USENET and WWW addresses **El-Hi Textbooks and Serials in Print** ,2006 *Infosystems* ,1986-07 **Cataloging Microcomputer Files** Sue A. Dodd, Ann M. Sandberg-Fox, 1985 Peterson's Guide to Graduate Programs in Business, Education, Health, and Law ,1994 Directory of institutions offering graduate study in business education health and law Specific program descriptions are given Miscellaneous appendixes Indexes of descriptions announcements directories and subject areas **Business Education Index** ,1986 An author and subject index of business education articles compiled from a selected list of periodicals and yearbooks published during the year *The Cumulative Book Index* ,1996 A world list of books in the English language **A Directory of Computer Software Applications** ,1979 **Australian Books in Print** ,1987

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